

APPENDIX F: RESPONSE CHECKLIST

In order to be considered responsive, Vendors must include, at a minimum, the following components in their RFQQ Response. Failure to include or properly document any of the following requirements may be grounds for disqualification.

General:

Vendor must properly respond to each question/requirement contained in Sections 4, 5, & 6 as per Sections 3.5 *Response Contents*, 3.6 *Number of Response Copies Required*, and 3.7 *Response Presentation, and Format*.

Volume 1:

- ☐ Vendor's executive summary explicitly acknowledging receipt of all RFQQ revisions issued
- ☐ The Response to the Vendor requirements (Section 4)
- ☐ The Response to the experience and skill qualifications (Section 5)

Volume 2:

- ☐ The Responses to the financial requirements (Section 8)
- ☐ Vendor's Price List (Section 8)
- ☐ Vendor's completed Cost Model (Appendix E)
- ☐ Vendor's signed and completed *Certifications and Assurances* (Appendix A)
- ☐ Vendor's exceptions and/or proposed revisions to the *[] Contract* (Appendix B)
- ☐ Vendor's *MWBE Certification* (Appendix C), if applicable